

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING

January 31, 2013

PRESENT: Beth Relich, Joan Swigert, Pat Hickey, Keith Pamperin, Melanie Maczka, Marvin Rucker, Larry Epstein, Donajane Brasch, Barbara Robinson

EXCUSED: Lisa Van Donsel, Steve Daniels, Bill Clancy, Tom Diedrick

ALSO PRESENT: Devon Christianson, Christel Giesen, Arlene Westphal, Debra Bowers, Laurie Ropson, John Holzer, Tina Whetung, Diana Brown, Steve McCarthy

PLEDGE OF ALLEGIANCE.

INTRODUCTIONS: Introductions were made with those present including new ADRC board members, Larry Epstein and Melanie Maczka. The new President of N.E.W. Curative, Steve McCarthy was also introduced.

Mr. Epstein has been highly involved with the ADRC Prevention Programs Living Well Self-Management as a Master Trainer and Fidelity Coach. In 2005, Mr. Epstein retired from the Point Beach Nuclear Plant where he worked in Operations, Radiation Protection, Emergency Planning and the Training Department. Since that time he has also done consultant work for 3 nuclear plants in the upper Midwest.

Ms. Maczka has been a religious educator for more than 50 years: a teacher, director of religious formation, pastoral associate at St. Willebrord Parish for 33 years. She has been involved with the Hispanic Community for the past 23 years and is currently the Volunteer Director of Casa ALBA Melanie, a Hispanic Community Resource Center which began operating in February of 2012. Vice Chairperson Pamperin called the meeting to order at 8:35 a.m.

ADOPTION OF AGENDA: A motion was made by Ms. Relich and seconded by Ms. Brasch to adopt the January 31, 2013 agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF DECEMBER 13, 2012:

Ms. Robinson moved and Ms. Hickey seconded to approve the minutes of the regular meeting of December 13, 2012. **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC: None.

FINANCE REPORT:

A. REVIEW AND APPROVAL OF FINANCE REPORT – PRELIMINARY YEAR END: Ms. Bowers reviewed the Narrative Revenue Summary noting that the preliminary financials indicate \$381,880 in surplus revenues will be added to net assets. The additional revenue was captured through new options in Medical Assistance Claiming and from the cost savings realized through our new food vendor. These will be one time additions that may not continue in 2013.

Ms. Relich moved and Ms. Swigert seconded to approve the Preliminary Year End Finance Report. **MOTION CARRIED.**

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS – DECEMBER 2012: The board members reviewed the restricted donation received in December, 2012: A \$10,000 anonymous donation for rural outreach, \$50 from Sandra DeRuyter in memory of Frank & Elsie Titus for agency use, \$550 from the WPS Foundation Dollars for Doers Program for nutrition, \$1,000 from Mark & Mary Peterson for wellness studio and programs, \$900 from the Green Bay Service Club for wellness studio and programs, \$50 from Vic & Mary Jo VanGemert for the loan closet, \$650 from ASERACARE Hospice to be used for Foundation activities, and \$350 from Jerry Farvey for homebound meals.

Ms. Hickey moved and Ms. Relich seconded to approve the \$13,550 of Restricted Donations received in December 2012. **MOTION CARRIED.**

C. PRELIMINARY NET ASSET REPORT YEAR END: Ms. Bowers noted that we would be reviewing the Designated Net Asset Report at the February meeting.

REVIEW OF BOARD OFFICERS AND COMMITTEES: Ms. Christianson reviewed the ADRC Board Officers and Committees. She asked that board members consider each committee's structure, its function and which committee(s) they would like to serve on.

A. REQUEST VOLUNTEERS FOR NOMINATING COMMITTEE: Ms. Christianson explained the function of the Nominating Committee and requested volunteers to serve on that committee. She clarified that the Nominating Committee would be meeting at least once prior to the February full board meeting, when election of board officers will take place, to prepare and submit a slate of choice(s) for each office. Ms. Hickey and Ms. Swigert volunteered to serve on the Nominating Committee.

B. VOLUNTEER APPLICATIONS/CONFIDENTIALITY STATEMENT: Ms. Christianson explained that everyone serving on the Board of Directors is considered a volunteer. She reviewed the confidentiality policy for volunteer board members particularly during closed meetings regarding consumer and personnel/policy shared information. The importance of confidentiality was highlighted. Ms. Christianson also requested all board members complete the volunteer registration and confidentiality statement, included in their packet, to assure that the ADRC has an official volunteer application on file.

POLICY REVIEW: MONETARY RECEIPTS, DISBURSEMENTS, AND DEPOSITS:

A. VARIANCE REQUEST: Ms. Christianson explained that the ADRC Board approves our policies and variances to all Policies. The Brown County's Monetary Receipts, Disbursements and Deposits policy was included in the board packet and the variance was distributed for consideration. Dan Process, Internal Auditor for Brown County, met with Ms. Christianson, Ms. Bowers, Ms. Giesen and Ms. Ropson to review our policy and practices as they relate to the Brown County Policy. Mr. Process wrote variances for the ADRC. The variance addresses the handling of nutrition site donations, vending machine sales, coffee donations, and funds received in lieu of community service. Ms. Christianson noted that training will take place on these policies and procedures and requested board approval of the variance request.

Ms. Hickey moved and Ms. Brasch seconded to approve the variance request as written by Dan Process, Internal Auditor. **MOTION CARRIED.**

STAFF REPORT – JOHN HOLZER: Mr. Holzer introduced himself as the ADRC's Facilities/Placement Coordinator for the past 9 years. His roles of responsibility include managing and supervising facility maintenance, custodial, room preparation and customer service hospitality, coordinating recruitment/placement of work experience programs' candidates at the ADRC and Homebound Meals, and to coordinate placement of court ordered community service for the county's Department of Corrections & Circuit Courts.

A. MAINTENANCE PROJECTS: Mr. Holzer recapped the maintenance project progress made in 2012. His presentation covered energy efficiency projects: replacement of switches, timers, settings, bulbs, tinting of atrium windows, addition of motion sensor switches to meeting rooms installation of solar electric generation leading to a savings of \$2,398 in 2012 and the installation of HVAC Digital Controls reducing operating costs on gas and electric on a daily basis. Facility projects addressed included the removal of the board room storage room and doorway, distributing of excess property to other county departments, adding work surfaces and outlets in the support area and at 331 S. Adams, replacing failing carpeting still under warranty,

exterior and interior painting, and the replacement of a compressor for our roof-top air conditioner unit.

Mr. Holzer concluded that over the next 5 years the ADRC will focus on security and energy savings at both ADRC sites. Plans will include changing out old water heaters, upgrading air conditioning units, developing a Wellness Studio, sidewalk work, remodeling the ADRC Dining Site, and creating a more welcoming atmosphere for consumers.

B. MAINTENANCE WORKER INCENTIVE FUND-GUIDELINES AND ANNUAL REPORT:

ADRC Maintenance Worker Incentive Fund was established with additional revenue collected in lieu of Community Service hours worked, to recognize performance/attendance and provide urgent transportation assistance to maintenance workers. This fund is available to Community Corrections Employment Program workers, Senior Community Service Employment Program workers, Wisconsin Senior Employment Program Department of Vocational Rehabilitation workers, and Community Service workers. Merit performance and transportation assistance is given in the form of public transit bus passes, gas cards, and gift cards, at the discretion of the Facilities/Placement Coordinator following the criteria set forth under the Incentive Fund Guidelines.

- C. LOAN CLOSET REPORT:** Mr. Holzer gave a brief background of the ADRC Medical Equipment Loan Closet which was started by the ADRC staff nurse, Carol Machek, in 2002. She engaged the help of the Green Bay Westside Lions Club in July of 2003 and today the loan closet has grown to include a total of 2739 numbered pieces of medical equipment as well as about 200 un-numbered items such as hand-held showers, cane tips, walker skis, tennis balls, and cushions, with a total of 2268 number of lent items in 2012. In 2012 the ADRC spent \$3591 for items such as wheelchair batteries, repair parts, waiting list items and supplies and our budget for 2013 is \$3000 plus designated donations.

The Green Bay West Lions Club has partnered with the ADRC for the past 9 ½ years providing our loan closet with items valued at approximately \$18,000 per year. In July they will be recognized by the ADRC with a 10-year recognition plaque for their decade of community support.

The ADRC screens consumer for their needs, financial benefits available, and all other alternatives for filling their need. Our goal is to fill a gap in the community, not to duplicate services.

With needs and donations increasing, the ADRC will continue to push to foster collaborative efforts with other loan closets to meet the demand.

FAMILY CARE UPDATES: Ms. Christianson stated there are no new updates on Family Care. We are waiting for the Governors final budget announcement in February regarding expansion. Advocacy is needed and encouraged.

DIRECTOR'S REPORT:

- A. BENEFIT OUTREACH POSITION APPROVAL PROCESS:** Ms. Christianson recapped that the Benefit Outreach Position, previously approved by the ADRC Board, was approved by the Human Services Committee and will move through the final steps of full County approval in February.
- B. ACCOUNTANT CLERK POSITION RECRUITMENT:** Ms. Christianson noted that Ms. Relich graciously assisted with interviews for this position. The announcement will be released and new employee introduced at the next ADRC board meeting.

LEGISLATIVE UPDATES: Mr. Pamperin announced that the Green Bay Wildlife Sanctuary is developing a K-4 Program for this fall. The City of Green Bay will hire an instructor and will be reimbursed with dollars from the State Department of Instruction.

ANNOUNCEMENTS: None.

NEXT MEETING – FEBRUARY 28, 2013 @ RED CROSS: The next meeting will be held on Thursday, February 28, 2013 at the American Red Cross. Ms. Westphal will include a reminder and the address for American Red Cross in the February Board Packet.

ADJOURN: Ms. Hickey moved and Ms. Robinson seconded to adjourn the meeting. **MOTION CARRIED.** The meeting adjourned at 10:35 a.m.

Respectfully submitted,

Arlene Westphal, Secretary